



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

ARCHITECTURAL REVIEW BOARD
APPLICATION FOR A MASTER SIGN PLAN PERMIT

The undersigned hereby applies for a Master Sign Plan Permit located within an architectural control district under the provisions of § 78-202.7(d) of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. The undersigned also understands that staff recommends that he or a duly appointed representative attend the public hearing.

*Submittal of this form with original signatures is **required**. PLEASE PRINT OR TYPE (Unless otherwise indicated.)*

Detailed Description of Proposal
(attach additional sheets as necessary):

Name and Title of Property Owner
(Applicant):

Mailing Address of Property Owner:

Telephone Number(s) where Property
Owner may be reached:

Fax number of Property Owner:

E-mail address of Property Owner:

**Signature of Property Owner
(Applicant):**

(Original Signature Required. No faxes or
stamps.)

Name and Title of Tenant:

Mailing Address of Tenant:

Telephone Number(s) where Tenant
may be reached:

Fax number of Tenant:

E-mail of Tenant:

Signature of Tenant:

(Original Signature Required. No faxes or
stamps.)

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MASTER SIGN PLAN PERMIT APPLICATION - CONTINUED

Name and Title of Agent or Representative (if different than above):

Mailing Address of Agent or Representative:

Telephone Number(s) where Agent or Representative would like to be reached:

Fax number of Agent or Representative:

E-mail of Agent or Representative:

Signature of Agent or Representative:

(Original Signature Required. No faxes or stamps.)

Address of Subject Property:

Name of Business Establishment Associated with this Application:

Building/Development Name:

Lot area (site area):

Type of Use (please specify whether commercial, industrial, office, residential, or other):

Related Applications or Plans (i.e. Site Plan, Plan Revision, SE, BZA) and Date of Approval (if applicable):

For Office Use Only:

Application Received by:	Date:	
Fee Paid:	Case No:	
Public Hearing Date:	Action:	
Tax Map Reference Number:	Zoning District:	
Status of Taxes:	<input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	

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MASTER SIGN PLAN PERMIT APPLICATION - CONTINUED

APPLICATION REQUIREMENTS

Item

- 1

 One (1) letter describing the proposed master sign plan and a list of all materials submitted, including but not limited to photographs, building material samples and displays.
- 2

 One (1) completed application form with all required signatures, including the signature of the property owner on which the sign or signs will be located.
- 3

 Application fee payable by either check or cash. Credit cards are not accepted.
- 4

 4" x 6" color photographs (Polaroids not accepted) of the entire store front, tenant front or building on which the signs will be placed. The placement of the proposed signs must be indicated on the photographs.
- 5

 4" x 6" color photographs (Polaroids not accepted) of 100 feet to the left of the proposed signs and 100 feet to the right of the proposed sign or signs.
- 6

 One (1) color drawing and six (6) non-color copies of the entire store front, tenant front or building façade that identifies the location of the signs. The drawing and copies should indicate the length of the store front, tenant front or building wall on which the signs are to be placed. All drawings must be to scale and scale must be indicated. If window signs are to be included, the dimensions of the window or windows should be indicated in addition to the information above.
- 7

 Eight (8) copies of a detailed color drawing of the proposed signs. The drawing must indicate the following items: (a) accurate colors and fonts (b) method of illumination, (c) structural details of sign, (d) dimensions of all letters, logos, line spacing, etc. and (e) method of attachment to the structure. All drawings must be to scale and scale must be indicated. See User's Guide to the Herndon Zoning Ordinance #3. Signs for a description of the method used for calculating sign area.
- 8

 Samples of all materials and colors proposed for the sign or signs. Samples are not to exceed one square foot.

Note: If the sign or signs are presently erected or if a new sign face is being installed into an existing frame or housing, all materials listed above are still required.

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MASTER SIGN PLAN PERMIT APPLICATION - CONTINUED

APPLICATION INFORMATION

The Architectural Review Board holds a public hearing on the third working Monday of the month with a work session on the Wednesday prior to that meeting. The public hearing starts at 7:30 p.m. and takes place in the Herndon Council Chamber located at 765 Lynn Street, Herndon, Virginia. The work session also starts at 7:30 p.m. and takes place in the Hoover Conference room of the Council Chambers at the same location. These meetings are noted on the Herndon Town Calendar.

Although not required, applicants are highly encouraged to attend the work session as their applications will be discussed informally by the Board. Should you or your representative not attend the work session to address any issues that the Board may have, your application may be deferred to a future public hearing scheduled approximately 30 days from your original public hearing date. It is recommended that you or a representative be present at the public hearing in order to answer any questions that the Board members may have. If an applicant is not represented, it is likely that the item will be deferred by the Board to the next regularly scheduled public hearing.

The deadline for filing new applications is approximately 30 days prior to the regularly scheduled public hearing. The completed application, all required materials and the application fee must be submitted no later than 4:00 p.m. on the application deadline date. **PLEASE NOTE THAT THE APPLICATIONS MUST BE COMPLETE AND THAT IT IS THE APPLICANT'S RESPONSIBILITY TO INSURE COMPLETENESS. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PLACED ON THE BOARD'S UPCOMING AGENDA.** Applicants are encouraged to submit their application two to three days prior to the deadline and to have their applications reviewed by Town staff for completeness. Meetings with staff prior to the submission deadline are encouraged and may be arranged by appointment.

The following 2008 application deadlines, work session and public hearing dates are provided for your convenience:

<u>APPLICATION DEADLINE</u>	<u>WORK SESSION</u>	<u>PUBLIC HEARING</u>
December 27, 2007	January 23, 2008	January 28, 2008
January 24, 2008	February 20, 2008	February 25, 2008
February 14, 2008	March 12, 2008	March 17, 2008
March 20, 2008	April 16, 2008	April 21, 2008
April 17, 2008	May 14, 2008	May 19, 2008
May 15, 2008	June 11, 2008	June 16, 2008
June 19, 2008	July 16, 2008	July 21, 2008
July 17, 2008	August 13, 2008	August 18, 2008
August 14, 2008	September 10, 2008	September 15, 2008
September 18, 2008	October 15, 2008	October 20, 2008
October 16, 2008	November 12, 2008	November 17, 2008
November 13, 2008	December 10, 2008	December 15, 2008
December 23, 2008	January 21, 2009	January 26, 2009

If you have additional questions or to arrange for an appointment, please contact the Town of Herndon Department of Community Development at (703) 787-7380. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.